

Policy 1-02: Duties of the Dean

1. College Leadership

The dean of the College of Architecture + Planning (CA+P) will develop and execute a central strategic plan for the college and create a shared vision that generates excitement and dedication. This will entail working with department chairpersons and center directors to produce the collective sum of diverse strategic parts. Through the plan, the dean will set college priorities and Smart Goals, including diversity initiatives, and will motivate and reward performance. The dean shall make assignments to critical tasks and resolve conflicts between groups and peers. The dean's office will be the medium of communication for all official college transactions.

2. Academic Programs

The dean will provide oversight of all new and existing academic programs offered with required curriculum, coursework, research, articulation agreements/initiations, coordination and integration of disciplines to combine the best resources of the college to achieve its objectives. The dean will also oversee the recruitment, admission, registration, progress, and educational well-being of students in the college, and will review and provide oversight of all research centers and research activities affiliated with the college.

3. Management of the Faculty

The dean will provide overall management of the college faculty. This includes (1) presiding over college and departmental meetings; (2) formulating and presenting policies for the consideration of the faculty and the CA+P College Council; (3) with the advice of faculty, nominating to the university president the appointment of new faculty and the appointment, renewal, or termination of department chairpersons; (4) ascertaining that each department in the college is effectively reviewing tenured faculty members; and (5) monitoring and reviewing the performance for all college faculty and staff.

4. University Reporting

The dean will report to the Office of the University President, and will interface with other college deans and directors of research centers and other university organizations. As part of this work, the dean will prepare and submit a detailed annual report to the cognizant vice-president regarding the work of the college, and be responsible for the initiation and effective execution of all university policies so far as they affect the college.

5. College Committees

The dean or his/her designee will oversee and preside over the standing and ad-hoc committees of the college.

6. Financial Management

The dean will prepare and recommend, in consultation with department chairpersons and college staff, the annual operating budget, and will prioritize and allocate financial resources among projects, programs, and groups, and assure that University budget guidelines are observed.

7. Information Technology

The dean will oversee the management and use of information technology in the college, including network maintenance, for all academic and research activities.

8. Physical Facilities

The dean will be responsible for efficient use of space and other physical facilities allocated by the university president for the needs of the college and its departments.

9. Human Resources

The dean will administer the human resources functions for all college faculty and staff.

10. College Development

The dean will provide management and oversight of college development and fund-raising activities, including capital campaigns.

11. External Relations

The dean will carry out and maintain external communications with industry and government organizations for public relations, student placement, and cooperative purposes. The dean will participate in college and department events, including those related to community relations outreach, and oversee all college and department promotional materials, branding, and webpage designs. The dean or his/her designee will act as the college's representative, spokesperson, negotiator, and point of contact for outside groups.

See also [University Policy 2-005](#)